

Job Title:	Risk Management Specialist
Grade Level/Terms of Employment:	Grade 122 / 260 days
FLSA Status:	Exempt
Work Location:	Talent Office
Immediate Supervisor:	Coordinator, Risk Management

General Description:

The Risk Management Specialist supports efforts to reduce division-wide loss and increased safety. The Specialist identifies, measures, and analyzes risk issues, and provides recommendations for corrective or mitigative actions. The Specialist also ensures the school division complies with all applicable federal, state, and local safety regulations and guidelines.

Essential Duties and Responsibilities:

- Maintains OSHA logs and updates the safety and loss control program
- Conducts safety audits, building inspections, and monitors safety hazard mitigation efforts
- Assists in processing Workers' Compensation and insurance claims
- Assists in COVID-19 internal contact tracing management and reporting
- Serve as a copy editor in publication and campaign materials related to risk management
- Maintains communication and investigation records
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree required; Coursework in Occupational Safety and Health or OSHA certification strongly preferred
- Minimum of five years of technical or occupational safety experience
- Working knowledge of risk management, OSHA and NFPA guidelines
- Ability to conduct incident investigative analysis
- Excellent interpersonal, communications, time management and organizational skills
- Proficiency in Microsoft Word, Excel, PowerPoint, and Google Suite
- Valid Virginia driver's license and/or ability to obtain within six months of hire
- Demonstrated ability to communicate effectively orally and in writing
- Bilingual/fluency in Spanish preferred